

*November 2023*

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City of Ellsworth

*CITY OF  
ELLSWORTH  
MONTHLY  
MANAGEMENT  
TEAM REPORTS*

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# *ASSESSING DEPARTMENT*

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**Paychex** – We are switching to a new (hopefully improved) paycheck software. We had training this month. Fingers crossed, we hope this new system works well as we start 2024.

**GeoLynx to Contributor** – Last month I reported how the State 911 database uses a GIS software for all addressing coordinators to process in new streets and numbers. GeoLynx was the software but now they've switched to Contributor. I'm using this new Contributor software now.

**Street Numbers** – We processed several new street numbers this month. Most people can just call and describe where driveway intersects road and from that I can issue them a number.

**Non-Profit Exempt property** – Helped with property information for an exempt (not city owned) property listed for sale.

**Maine Coast Mall** – Provided to Maine Coast Mall the information they needed to pro-rate tax bill among their leased fee tenants.

**Numbers for Jason** – We pinpointed street numbers for Jason for several city owned property locations

**GIS** – We held a training session to go over the new GIS platform. Aaron of CAI presented to us several new tools this new platform has.

**TG estimates** – When property in Tree Growth (TG) is listed for sale many questions about the TG program are asked by real estate agents and possible buyers. The withdraw penalty is the big question. What would the withdraw penalty be if removed from the program? Several of these inquiries we've had this month.

**MVR** – Municipal valuation return completed and sent to the state.

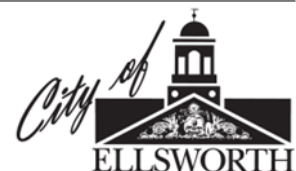
**New Hours** — We are pleased to begin the new work hours starting in January (2024). City Hall will have extra hours Thursdays but fewer hours on Fridays. We hope this works well for all.

**Mortgage Rates** – Were at 8% but now trying to go back down to 7%

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# *BUILDING MAINTENANCE*

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- Installed new Police Department (PD) sign.
- Fabricated backings and installed fire extinguishers at PD.
- Located and repaired water leak in COBI building.
- Installed sun blinds at PD.
- Repaired door handle at PD.
- Repaired door handle at new Fire Department administrative offices.
- Performed snow removal equipment maintenance.
- Various other small tasks for various departments.

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# *CLERK'S DEPARTMENT*

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In November, my department conducted the referendum election which had about a 40% turnout. We did run out of some state ballots at certain wards.

Dog licenses, hunting/fishing and boats have opened for the 2024 year. December will be a high sales month for those, allowing for some in house training for my staff. Trainings are scheduled in December for some Tax Office functions.

I have been working on the upcoming budget for my departments— Clerk and Elections.

My department was a vendor at the tree lighting again. We had Christmas ornaments to decorate, Santa letters, stickers and stencils. Only about 30 participants this year. We continue to reply back to Santa letters as they come in, though they are coming in slow.

I have off loaded the city surplus property that was out for bid in November with the exception of one truck.

I attended the following meetings:

- Personnel Ordinance review (1)
- Communications Committee (1)
- Management Team
- WEBEX Paychex (3)
- City Council (3)
- Software Committee
- Meetings with Glenn
- Event Planning
- Arbor Commission

There were no trainings for November.

Other:

Election preparation for 2024 has begun with supply inventory and order, memory stick retrieval and petition certifications.

## **Upcoming for December:**

Weddings

Parade

Paychex time and attendance implementation

Holiday party/planning

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# CLERK'S DEPARTMENT

Below is the revenue and activities of the Clerk's Department for November 2023.

Inland & Fisheries Licenses	\$1,183.00
Sales Tax	\$198.00
Agent Fees/Excise Tax	\$87.00
<b>Total Paid to IFW</b>	<b>\$1,381.00</b>
<b>City Revenue</b>	<b>\$87.00</b>
<b>Total Revenue Collected</b>	<b>\$1,468.00</b>

Category of Document	State Fee per record
Certified Birth	\$76.00
Additional Copies of Birth	\$4.00
Certified Death	\$8.00
Additional Copies of Death	\$4.80
Certified Marriage	\$14.00
Additional Copies of Marriage	\$2.40
Marriage License	\$16.00
Burial Permit	\$84.00
<b>Total Paid to State</b>	<b>\$209.20</b>
<b>City Revenue</b>	<b>\$1,133.80</b>
<b>Total Revenue Collected</b>	<b>\$1,343.00</b>

<b>Total State Revenue</b>	<b>\$1,759.20</b>
<b>Total City Revenue</b>	<b>\$4,075.20</b>
<b>Total Paid to Franklin</b>	<b>\$0.00</b>
<b>Total Revenue</b>	<b>\$5,834.40</b>

<b>SHELLFISH LICENSES</b>	<b>0</b>
Recreation Peck only	
Resident	
Non-resident	
Sr./Jr.	
<b>Total Licenses Issued</b>	
<b>Revenue Paid to Franklin</b>	
<b>City Revenue</b>	
<b>Total Collected Revenue</b>	<b>0.00</b>

<b>Other Revenues</b>	
Dog Licenses	63
<b>Total Paid to State</b>	<b>\$169.00</b>
<b>City Revenue</b>	<b>\$329.00</b>
<b>Total Dog Revenue</b>	<b>\$498.00</b>
Donations	\$1,595.40
Business Licenses	\$720.00
DBA Recording	\$10.00
Notary/Copies	\$0.00
Rental Fees	\$0.00
Wedding Ceremonies	\$200.00
<b>Total Other Revenue</b>	<b>\$2,525.40</b>

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# CODE ENFORCEMENT

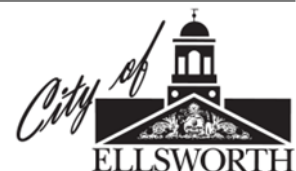
The Code Enforcement Office is responsible for permitting of all construction and land use projects. They also perform inspections and site visits to ensure compliance with Federal, State, and local rules, policies and ordinances as well as facilitating enforcement of all ordinances.

Detail	Permits	Fees
Res. Building permits	9	1890.48
Res. Accessory permits	15	946.94
Commercial Permits	3	2120.00
Internal Plumbing Permits	8	300.00
Subsurface Wastewater Permits	4	945.00
Res. Electrical Permits	28	980.00
Comm. Electrical Permits	3	374.00
Sign Permits	6	60.00
Business Permits	0	0.00
Shoreland Permits	2	0.00
Sewer Connection Permits	2	1000.00
Development Dist. Permits	0	0.00
Minor Site Dev. Permits	0	0.00
Road Opening Permits	3	1524.70
Flood Hazard	0	0.00
Planning Fees	1	100.00
Violations	0	0.00
<b>Total</b>		<b>\$10,241.12</b>

Inspections	
Electrical	16
Septic	16
Internal Plumbing	6
Certificate of Occupancy	7
Land Use	5
Health	0
Building	19
Junkyard	0
Business License	8
Shoreland	1
Complaints	12
Maine Organics	2
<b>Total</b>	<b>92</b>

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# *ECONOMIC DEVELOPMENT*

- Attended meetings to prepare for “Christmas in Ellsworth” with partnering organizations such as the YMCA, Ellsworth American, Chamber of Commerce, Heart of Ellsworth, City’s Rec Commission, the Woodlawn, etc.
- Helped to coordinate materials and logistics for the City’s Christmas Tree and Tree Lighting.
- Prepared for and attended the City Council meeting. Updated the City’s Small Business Day Proclamation for the meeting.
- Finalized the new promotional website “Discover Ellsworth” which will be ready during the month of December for “soft launch”. To check it out, visit [www.discoverellsworth.com](http://www.discoverellsworth.com).
- Finalized the “Environmental Review” portion of the PS CDBG application as well as the identifying and getting approval for members of a grant committee. Will be sending in the application for Phase II in December.
- Ellsworth is a host site for this year’s statewide Top Gun competition (<https://mced.biz/top-gun>). Worked on creating promotional materials and then emailing partnering organizations as well as business owners to create awareness for the program. Updated Union River Center for Innovation’s website to provide information on the program. Reached out and worked with several business owners/organizations to answer questions about the program. Hosted a Lunch and Learn workshop on the program at URCI in partnership with Maine Center for Entrepreneurs.
- Met with aides from Senator King and Senator Collins offices to discuss projects and economic development related activity in Ellsworth/the region.
- Attended several meetings related to the Ellsworth Multiuse Path project. Followed up with the Executive Director of the Downeast Scenic Railroad regarding the project and various alternatives on the more southern section of the proposed trail.
- Continued meetings with the regional group discussing housing, transportation, workforce, and other regional topic areas. Continuing to discuss hosting an in-person regional stakeholder forum in January.
- Helped coordinate and attended the ribbon cutting ceremony at Wendy’s on High Street to reveal their upgrade and remodel.
- In coordination with the Planning Office, submitted a Letter of Interest to the USDOT’s Thriving Communities program. The scope of the proposed project would encompass improvements to the High Street corridor.
- In coordination with the Planning Office, met with consultant to discuss the scope of the City’s Housing Study, as well as with the DOT Regional Planner to discuss and finalize a draft of the scope of the Village Partnership Initiative workplan.
- Attended Paychex training.
- Continued conversation with an individual interested in starting a business in Ellsworth.
- Prepared for and facilitated a Business Attraction Plan Steering Committee meeting. Sent feedback to the consultant for incorporation in to the final draft plan. The final draft plan was received the last week in November and a workshop will be scheduled to discuss the plan with the Council, Ellsworth Business Development Corporation, and other stakeholder groups as well as the public.
- Continued discussions with the State regarding the relocation of the courthouse.
- Conversation with an Ellsworth-based developer to discuss potential Ellsworth projects.
- Attended the Maine Outdoor Economy Summit in Rockland, Maine.
- Spent time out of office for the Veteran’s Day and Thanksgiving holiday.

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# *FINANCE DEPARTMENT*

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## **November 2023**

### **Anne Laine, Finance Director**

- Continue Account Mapping project for Caselle
- C.I.P.-Finance & Funding
- NBRC reimbursement docs
- Resolution of CC reporting issues-FNB
- Attended Finance Cmte meetings
- Attended multiple software meetings
- Multiple meetings with accountant C.O.A.
- Preparations for Budget FY25
- Interviews for new City Accountant

## **November 2023—Upcoming**

### **Finance Director**

- Continue CIP—funding and finance
- Paychex integration to GL
- Budget FY25
- Audit FY23
- Chart of Accounts finalization
- PW project administration
- Work on filing City Accountant position
- Daily accounting

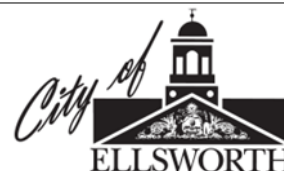
### **Deb Worden, Assistant Deputy Treasurer**

- Preparation of A/P for Weekly Warrant
- Continue working on preparation of FY23 files in preparation for audit
- Review/update vendor profiles for amended w-9s and COIs where needed
- Review and preparation of daily deposits

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# *FIRE DEPARTMENT*

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## **Meetings:**

- Weekly Meeting with Fire Inspector
- Orland AAR
- Downeast Public health Council
- District Chiefs Meeting
- Management Team Meeting
- HCFFA Meeting

## **Summary of Department Activity:**

### **Calls for Service:**

- The Ellsworth Fire Department responded to 176 calls in the month of November.
  - 131 calls were EMS related.
  - 35 calls were Fire related.
  - 1726 YTD calls for 2023
    - Comparison
    - 2022 year to date calls for service 1718
    - 184 calls for service increase over the same period YTD 2022.

### **Training:**

- FD has logged over 300 hours of training ( departmental, and shift training)
- Deputy Chief attended National Fire Academy for Fire Investigation. His completion will increase the department to two certified Fire Investigation Technicians.
- Fire Chief attended several RDCP courses hosted by Hancock EMA.
- Fire Chief attended TEEX Critical Infrastructure Resilience and Community Lifelines.
- Fire Chief attended TEEX Critical Asses Risk Management.
- FD attended mandatory Paychex training.

### **Community Engagement:**

- Christmas Tree Lighting.

### **Equipment & Projects:**

- Diesel exhaust source capture system- FD is looking at alternative funding sources, other than ARPA, at the finance committee's request. Looking for Finance input to follow up Finance committees request for alternate funding- Ongoing
- All fire apparatus has been sent for preventive maintenance, as an aging fleet and higher call volumes, we are starting to see more repairs needed and higher cost of those repairs. E2 remains out of service for extensive repairs ( completion anticipated middle of November)
- FD Bay 2, 3, & 4 electric panel breakers were repaired by the electrician. There is still an ongoing problem in Bay 2. It has been suggested by the electrician it may be originating from the truck not the electrical service. FD is monitoring. Follow up being done by Jim McLean
- Rescue Boat and Truck 3 winterized.

### **Any Additional Comments:**

- New Mutual Aid response plans are being drafted with HCFFA coordinators. This will account for staffing and each department's capability when responding to other communities.- Ongoing with updates to Spillman protocols
- New Year's Eve storm caused damage to the Fire Training Building roof. ISO visited the FD to start preparations. FD to possible due repairs internally. Cost proposal being submitted by Capt. Freedman. – Ongoing
- Work is being done with the state of Maine Work Force Development, MCCC, and EMCC to bring grant funded Advance and Paramedic level certification courses to the Ellsworth Area. – ongoing
- FD trailered generator moved to new Police Department until installation of the standby generator.

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# ***FIRE DEPARTMENT***

## **Break Down of Calls for November 2023**

Week Ending	11/5/23	11/12/23	11/19/23	11/26/23	12/3/23	Total
(11) Structure Fire	1		1			2
(16) Special outside fire	1					1
(31) Medical assist	6	9	7	7	4	33
(32) Emergency medical service (EMS) incident	19	19	21	32	7	98
(35) Extrication, rescue	1		1			2
(41) Combustible/flammable spills & leaks	1	1				2
(42) Chemical release, reaction, or toxic condition			1	1		2
(44) Electrical wiring/equipment problem	1					1
(46) Accident, potential accident	1					1
(51) Person in distress	2			1		3
(55) Public service assistance		4	1		1	6
(61) Dispatched and canceled en route	1	1	3	1	1	7
(63) Controlled burning		1				1
(65) Steam, other gas mistaken for smoke					1	1
(73) System or detector malfunction	1			2	1	4
(74) Unintentional system/detector operation (no fire)	3	3	2		2	10
NULL			2			2
Total	38	38	39	44	17	176

# GENERAL ASSISTANCE

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## IMPORTANT INFORMATION

Many unanticipated and unexpected events can happen that could put someone in a trying situation. The first thing one should check into is the possibility of family members lending a helping hand. After exploring that option, visit the nearest Department of Health and Human Services office (1-800-606-0215) where applications are available for food stamps, TANF (Temporary Assistant to Needy Families), ASPIRE (Additional Support for People in Retraining and Employment), and other emergency assistance programs. Loaves & Fishes (in Ellsworth), the Pantry (in Blue Hill), and the Emmaus Center (in downtown Ellsworth), all help with food if requested. LIHEAP (Low-Income Home Energy Assistance Program 1-800-452-4668), and DCP (Downeast Community Partners 207-664-2424) help eligible clients with their heating needs during the winter months. The MDI Housing Authority (207-288-4770) helps with subsidized housing.

As previously stated, the General Assistance Program at City Hall is here to help those eligible with many of these same needs. There is an application which is filled out during an interview. The GA Administrator has 24 hours in which to make a determination of eligibility (based on criteria as determined by the Federal Government and State Law) and grant assistance if the applicant is found to be eligible. *Please call the GA Program Administrator for an appointment at (207)669-6630.*

The City of Ellsworth has also created an Emergency Fuel Discretionary Fund for Ellsworth residents that do not qualify through regular General Assistance Programs, but are struggling to stay warm and on top of heating bills. Donations for this fund are accepted from any resident or business wishing to help. Money donated will be used strictly for the Discretionary Fuel Fund. If you are interested in donating to this fund or find yourself in need of applying for this assistance, you may contact Ellsworth City Hall at (207)669-6630.

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# *HUMAN RESOURCES*

## **November 2023**

- Scheduled and attended interviews for Code Enforcement Officer vacancy
- Scheduled and attended interviews for Deputy Code Enforcement Officer vacancy
- Scheduled and attended interviews for vacant Deputy Finance Director vacancy
- Assisted HR Committee with various needs for City Manager search
- Distributed annual open enrollment packets to employees for health and dental insurance
- Completed anniversary updates for employees
- Completed onboarding process for new employees
- Processed monthly health insurance, retirement, life insurance, and all other benefit invoices
- Attended Management Team Meeting
- Worked with Paychex team to establish Time and Attendance setup for employees
- Attended and facilitated employee Paychex Time and Attendance training
- Attended OSHA record keeping workshop
- Processed weekly payroll
- Attended Personnel Ordinance Committee Meeting
- Attended HR Committee meeting
- Generated monthly URCI tenant rent invoices
- Processed first report of injury reports
- Conducted meetings with department heads and employees with HR needs
- Met with Manager Moshier throughout the month to discuss HR matters
- Processed property and casualty claims

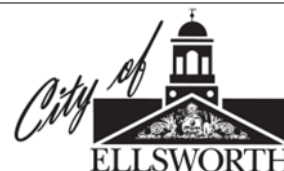
## **Upcoming in December:**

Paychex time and attendance implementation

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# *LIBRARY*

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## **November Programs**

- Youth programs: 22 programs, attended by 728 people
- Adult programs: 29 programs, attended by 282 people

## **Meetings/Partnerships**

- City meetings: holiday party planning 11/20, personnel ordinance, 11/15, management team 11/16, Paychex training 11/14
- 11/1 Friends of the Library meeting – wish stars, January book sale, funding requests for November and December programs
- 11/2 Lamoine Select Board – approval of Lamoine Book Box
- 11/2 & 11/16 Christmas in Ellsworth meetings –decorating, finalize events
- 11/8 Website planning meeting (Sarah and Colleen)
- 11/14 Heart of Ellsworth and Frenchman’s Bay meeting to discuss trail
- 11/15 Van task force meeting – RFP editing
- 11/15 WABI interview on Library of Things
- 11/18 YMCA Moore Center Fall Fest (Sarah and Renee)
- 11/21 Hancock County Directors - Overdrive planning, Hancock County Download Library will go live in January – Overdrive & NY Times online
- 11/25 Tree lighting vendor table (Sarah and Keli)
- 11/29 Parent talk at Headstart

## **Projects in November**

- T-Rex Tea Party prep
- Farm Drop “How do you want to eat?” program prep
- Prep for fall fest, parade, library decorating, and tree lighting vendor table (Sarah, Keli, & Renee)
- Cheese Making workshop and Wreath workshop prep/promo
- LOT kit round 2 assembly and processing
- Begin staff room makeover – clear off shelf & move upstairs, move lockers
- Grants for sprinkler system and book boxes
- Finalize and order materials for Baby’s First Library Card program – library bag with card voucher, card application, board book, early literacy info sheet given to every new baby

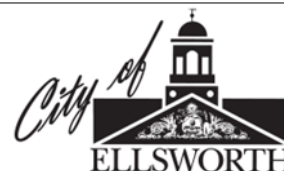
## **November Statistics**

- Library visits: 4,644
- New library cards: 65
- Total print material circulation: 5,288

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# *PLANNING DEPARTMENT*

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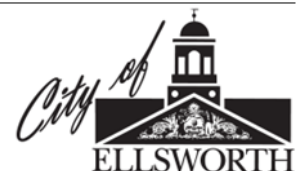
## **Departmental Activities**

- Planning Board & Administration of Unified Development Ordinance (UDO)
  - The Planning Board held its regular meeting November 1, 2023.
  - Projects included: 1) Revision to an approved Subdivision entitled Joy Woods for Applicant/ Owner Coastal Medical Realty, LLC. The proposal is to remove a Right of Way on the property of the applicant. The subject property is an approximately 2.11-acre lot located at 128 Bucksport Road (Tax Map 133 Lot 14-1) in the Urban (U) Zoning District; 2) Preliminary Plan Review of a Major Use Site Plan entitled SynerGen Ellsworth Solar for Owner Samuel Robert Shea Giffin and Applicant SynerGen Ellsworth, LLC. The proposal is to construct an approximately 10-acre solar site. The subject property is an approximately 55-acre parcel located on Mariaville Road (Tax Map 59 Lot 15-1) in the Urban (U) Zoning District. Assisted a number of property owners and/or prospective developers with potential projects.
  - Assisted a number of property owners and/or prospective developers with potential projects.
- Comprehensive Plan Steering Committee
  - Held meeting on November 26, 2023 to participate in an initial visioning workshop to begin drafting the Vision Statement for the Comprehensive Plan.
- Zoning / UDO
  - Completed the process of getting Council approval for ordinance changes related to LD 2003.
- Parks & Recreation – Support to Recreation Commission
  - Scheduled, advertised, prepared for, and followed up on Recreation Commission meetings. Draft or approved minutes are posted with their associated meeting notice and agenda: <https://www.ellsworthmaine.gov/government/boards-commissions/recreation-commission/>.
  - Regular meeting occurred on November 19, 2023 .
- EnviroGrants
  - N/A
- Other Projects
  - Continue to work with Econ. Dev. Dir. on building out framework for housing initiatives.
  - Begin working on small updates to Chapter 56 UDO to have drafts ready for next update after LD 2003.

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# *PLANNING DEPARTMENT*

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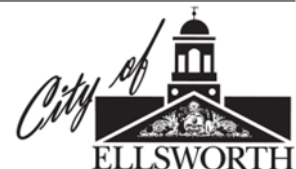
## **Meetings/Significant Contacts**

- Meet with Econ. Dev. Dir. to discuss Maine Housing Funding opportunity- Nov. 1
- Regular Planning Board Meeting- Nov. 1<sup>st</sup>
- Attend Northern New England Chapter of the American Planning Association Conference- Nov. 7<sup>th</sup>-8<sup>th</sup>
- Meet with Hancock County Planning Commission, Econ. Dev. Dir., GrowSmart Maine, and BerryDunn to discuss Housing Opportunity Grant projects- Nov. 9<sup>th</sup>
- Meet with Region 4 MDOT Planner and Econ. Dev. Dir. to discuss Village Partnership Initiative – Nov. 9<sup>th</sup>
- Have Regular Comp. Plan Status Updates with Consultants- Nov. 9<sup>th</sup>, Nov. 21<sup>st</sup>
- Meet with regional partners to discuss goals for collaboration moving forward- Nov. 13<sup>th</sup>
- Site visit with CEO to inspect lodging project and determine best use definition – Nov. 13<sup>th</sup>
- Meet with CEO and developer about potential project – Nov. 13<sup>th</sup>
- Attend training for management team on new payroll system – Nov. 14<sup>th</sup>
- Attend Downeast Sunrise Trail Coalition meeting – Nov. 14<sup>th</sup>
- Attend internal Wellness Committee Meeting- Nov. 15<sup>th</sup>
- Have TRT phone call with Planning Board applicant- Nov. 16<sup>th</sup>
- Management Team Meeting- Nov. 16<sup>th</sup>
- Attend training on non-management team use of new payroll system – Nov. 16<sup>th</sup>
- Attend regular Recreation Commission Meeting- Nov. 21<sup>st</sup>
- Meet with Econ. Dev. Dir. regarding potential project in City- Nov. 21<sup>st</sup>
- Attend HCPC regular board meeting – Nov. 21<sup>st</sup>
- Phone call with Econ. Dev. Dir. and developer to discuss potential needs within City – Nov. 27<sup>th</sup>
- Attend regular Steering Committee meeting– Nov. 27<sup>th</sup>
- Met with City Assessor, Tax Collector, CEO, and GIS representative to discuss capabilities of GIS system and ways to use it – Nov. 28<sup>th</sup>
- Attend GIS workshop – Nov. 29<sup>th</sup>
- Meet with Historical Society regarding the Old Jail – Nov. 30<sup>th</sup>

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# *POLICE DEPARTMENT*

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## **Project Hope**

- We did not have any Project Hope participants in November.

## **Dispatch**

- Dispatch is settling in to their new and much improved work station.

## **SRO**

- Cpl. Merchant is full time in the Ellsworth School Department and will soon be starting the D.A.R.E program with the 5<sup>th</sup> graders at EEMS.

## **Patrol**

- Officer Cottle will be graduating from the MCJA BLETP on Dec. 15th.

## **Training**

- We completed our departmental monthly firearms training.
- Command staff attended the MCOPA fall conference and training in Bangor.
- Officers are completing their yearly mandatory online training through Dirigo Safety.
- Off. McLean attended Criminal Investigation for new Detectives training.

## **Significant Cases**

- Officers responded to 557 calls for service and conducted 191 traffic stops.

## **Community Outreach**

- Cpl. Mote provide workplace violence training at Coastal Eye Care.
- Sgt. Lord provided drug awareness training for AMHC.
- On Nov. 14 officers conducted a lock down drill at HCTC and on Nov 30 one was conducted at EHS.
- Officers worked Black Friday details at Walmart.

## **Grant Funding**

- Officer are conducting OUI enforcement details. These details are funded by the MBHS grants.

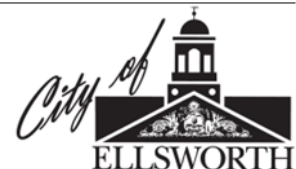
## **Chief's meetings this month:**

11/02 PD Command Staff meeting  
11/08-09 MCOPA fall conference.  
11/10 Veterans Day  
11/13 Criminal Records Review Committee meeting  
11/13 Yellow Flag Law online training  
11/13 Attended City Council organizational meeting  
11/14 HCTC lockdown  
11/14 Paychex manager training  
11/16 Management team meeting  
11/20 City Council meeting  
11/23-24 Thanksgiving Holiday  
11/24 Black Friday detail at Walmart  
11/28 Range  
11/30 EHS lockdown drill

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Glenn Moshier, Police Chief



# *PUBLIC WORKS*

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**November 2023**

## **PATCHING**

- Crewmembers patched five days this month.

## **PAVING**

- The crew paved around the sewer basin cover on Oak Street.
- The crew paved the cross trench from the culvert replacement on Windsor Road.
- The crew paved in a driveway entrance after replacing the culvert.
- The crew paved the water leak repair on Forest Ave.

## **MISCELLANEOUS DUTIES**

- The crew continues to clear/clean up blown down trees in/on City roads.
- This month the “on call” crew were called in on the following days/nights: 16th and the 22nd for minor snow and ice events.
- The crew removed the sound curtains and locked the basketball courts for the season.
- The crew repaired the road at the intersection of Oak and Davis Streets. We cut out the pavement around the sewer basin, removed the frame, cover, and replaced the frame and cover at the corner of Oak and Davis Street.
- The crew removed a collapsed metal culvert and replaced it with a 24-inch ADS culvert on Windsor Road and paved the area back in.
- The crew replaced a driveway culvert at 150 Bucksport Road and paved the driveway entrance back in.
- The crew spot ditched 400 feet on the Gary Moore Road.
- The crew ditched 400 feet along the Surry Road in the area of Woodlawn Museum.
- The crew has done the first of many leaf clean ups at Knowlton Park, S.K. Whiting Park, Harbor Park, as well as at the following cemeteries: Wilson cemetery on Winkumpaugh Road, Jordan Cemetery on the Beechland Road, Fullerton Cemetery off the Spindle Road and the Happytown Cemetery.
- Roadside mowing is continuing, and we hope to continue this until snow flies.
- The crew attended two days of annual safety training. Thank you, Maura, for all the help with this.
- The crew removed the trashcans from Harbor Park and Knowlton Park.
- The crew removed the concrete barriers where the culvert failed on the Bayside Road so the DOT could install new guardrails.

## **ASSISTING OTHER DEPARTMENTS**

- Digging multiple water leaks for the Water Department.
- The crew has continued with filling in at the Transfer Station.
- The crew is loading out trucks with sludge for the Wastewater Department.
- Removing the remaining floats at the waterfront and installing the “ice eaters.”

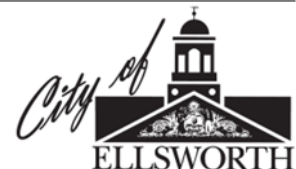
## **MECHANICAL REPAIRS**

- Welded the support arms for the wing on PW truck 35.
- Built new support brackets for the sander on PW truck 44.
- Electrical repairs on PW trucks 42, 43 and 31A.
- Removed and replaced hydraulic fluid and filter on John Deere loader.
- Installed transfer tank on PW 53.
- Replaced a ruptured hydraulic hose on truck 35 and adjusted the sander chain.
- Adjusted sander chain on PW 43.
- Repaired the steering hoses and air filter system and air leak on Fire Departments Rescue 5.
- State inspection on Fire Departments Truck 3.

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# WATERSHED STEWARD

## Lake Watershed & Branch Lake Tasks

We monitored & managed Branch Lake Outlet dam gates, removed debris from the dam gate screens, removed rocks from the concrete deck of the dam & recorded water levels in November. November brought a normal amount of precipitation; the Branch Lake water level has varied from 5.8 feet to 6.3 feet above the dam base. We will be opening up the dam gates a little more to achieve the normal winter lake level of approximately 5.5 feet above the dam base (as noted on our dam gauge). We are now clearing trees & brush from the middle stone & earth berm of the Branch Lake dam and will keep vegetation in check on the west berm.



We have performed light painting & maintenance at both Green Lake and Branch Lake boat launch locations, with more tree/limb trimming scheduled for the over winter season. We have lent personal floatation devices (PFDs) to boaters as a courtesy for years and intend to participate in a commercially sponsored borrowing program (Sea Tow Foundation) next year to expand the service & further boating safety for all. If we are successful in hosting a loaner station with SEA Tow Foundation, (see examples above) we will promote this safety program through all PR channels.

Final water quality testing & sampling at Branch Lake Maine Department of Environmental Protection (ME DEP) station locations (deep holes) is complete for 2023. We await the annual report for nutrient (phosphorus), and algae (chlorophyll) results from Branch Lake water testing; these should be received very soon from the University of Maine environmental laboratory.

An important effort to ensure that our surface waters throughout the City are the cleanest that they can be is to keep the watershed land from eroding into the water. We have monitored roads & streams in the watersheds of the city this fall and will continue to evaluate our large photo-voltaic solar power clearings to ensure proper run-off protection.

The Maine division of Parks & Lands has not discontinued vehicle access through boat Launch Drive for the winter as of November; If and when this occurs, we will announce Branch Lake access via Branchview Drive through the city communications staff & on-site signage.

The Water Dept. staff has commenced wintertime clearing of boundary and tote road areas of the Branch Lake Community Forest; staff and volunteers will continue this effort over the winter as schedules allow.

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